

WEDMORE FIRST SCHOOL ACADEMY
FULL GOVERNING BODY & MEMBERS
MINUTES

For the Full Governors Meeting held on 4th October 2016 at 7.30 pm in the School Staff Room at Wedmore First School Academy, Wedmore

Present: Jackie Hipwell Myra Ellis	Pat Benjamin Tim Moreman Val Jones	Sue James Sarah Rant Peter Bird	Andy Reeson Linda Leavey (Clerk)	Apologies: Derek Logan Sue Ham	Absent: Stephen Willis
Item of Business	Points Discussed			Decisions Taken	Action Points
1. Welcome and Apologies	Meeting opened 7.40 pm. The meeting was quorate. Three Members were present (PB2, JDH, AR). LL welcome/thanked all for coming.				
2. Election of Chair	LL asking for nominations for the role of Chair. LL had received one nomination prior to meeting from DL which was read out (attached). A vote was held and all Governors voted unanimously in favour of DL standing as Chair.				
3. Election of Vice Chair	LL asking for nominations for Vice Chair. JDH proposed TM and AR seconded. TM happy to accept and a vote showed all Governors unanimously in favour. TM took chair in DL's absence and thanked AR on behalf of Governors for previous years standing as Chair. AR confirmed he would be happy to remain a Governor to support the MAT in its initial stages.				
4. Pecuniary Interests	None.				
5. Minutes of Meeting 4/7/16	Approved.				
6. Reconstitution of Governing Body	<p>JDH: Governors to decide how the Governing Body should be reconstituted under the MAT. WLT to delegate responsibility and policy making to local governing boards although there will be some centralised decision and policies. Following DfE advice for 8-12 governors to run school to include Head with voting rights.</p> <p>Committees</p> <p>Governors main function is to set/manage the budget and deal with school improvements, staff appointments and admissions. The budget is totally devolved but Academies to pay a proportion back for centralised services which over time will increase (economies of scale). Q: Has the Governing Body changed at all given the smaller number of governors with a higher level of commitment? A: Not very much change for time being. JDH recommended two sub-committees to mirror WLT BoD Committees : (1) Standards/School Improvement (Curriculum, Admissions) and (2) Finance/HR (including General Purpose, School Maintenance and Health and Safety). Working parties to be created for particular projects.</p> <p>Governors agreed:</p> <ul style="list-style-type: none"> • To adopt 2 new committees as above and to delegate powers to these committees. 			Delegate power to two Sub Committees : Standards/School Improvement and Finance/HR	

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	<ul style="list-style-type: none"> Set dates for entire year for all meetings (await WLT's dates). Clerk to minute all meetings (pay to be increased to accommodate) Committees to report back to Full Governors once per term (paperwork to be circulated in advance). <p>Governors</p> <p>Discussions took place and in summary (a) Existing knowledge crucial; (b) Governing Body needs to spend next couple of terms stabilising within the new MAT; (c) New committees to establish, terms of reference, etc. (d) Need to target skills and train new governors.</p> <p>It was agreed that existing Governor's term would be for 4 years as from 1 September 2016. It was felt that Governors could not lengthen the term of a parent governor who no longer have children at the school. In this case the normal agreed fixed period of office applies.</p> <p>Further detailed discussions took place regarding where governors should sit under the reconstitution.</p> <ul style="list-style-type: none"> The Governors decided SR & SW to remain as <u>parent governors</u>. The Members cast a vote to transfer AR and TM to serve also as Parent Governors. The new Community Governors would be SJ, DL, PB, plus 2 vacancies. The 2 Staff Governor vacancies to be considered by VJ, SH, ME and discussed with DL. <p>Under new constitution only 2 staff governors plus Headteacher were permitted by DfE. Governors felt this was too restrictive. Querying job share between two teachers and the ability to attend meetings with no voting. All skills required - important for VJ, ME and SH to attend all meetings for effective running and management of school. JDH to raise with WLT.</p> <p>Discussing expertise required for Governing Body. Real need for HR and legal skills following resignation from HN and DE. Mindful that PB and AR will step down in due course and so discussed in detail need to co-opt now in order for existing knowledge to be shared with new governors. Considering governors joining as associates to grow into governance roles.</p> <p><i>8.05 pm SR arrived (apologies received ahead of meeting).</i></p> <p>JDH was asked what responsibilities the MAT had taken over and what % of work was taken away from the Governing Body. JDH confirmed that the governing workload was reduced by approximately 2.5% this year, 5% next year and over time more so as services become further centralised.</p> <p>Agreed to approach SM (parent/HR lawyer) and TG (parent/architect) to fill 2 vacancies under Community Governor. SR to approach both and if they accept invite them to attend the next meeting.</p> <p>Discussing Parent elections. Acknowledging importance of parents offering skills to school. A new year group are becoming established within the school. There are no current vacancies to run a parent election. Agreeing to run parent elections where a vacancy occurs (eg. AR or PB stepping down). Governors to consider further in Spring.</p>	<p>Term 4 years from 1/9/16</p> <p>Governors Elected</p> <p>SM & TG to be invited as Community Governors</p> <p>Review Parent Elections</p>	<p>JDH to WLT</p> <p>SR to approach</p>

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	<p>Governor Responsibilities Discussing committees and commitment.</p> <ul style="list-style-type: none"> • Standards/School Improvement - TM, SW, SJ, SH, ME • Finance/HR – AR, SH, SR, DL, PB, VJ. <p>Discussing staff attendance. AR importance of health and safety as a central role and one of governance – responsibility cannot be delegated in law.</p>		<p>Spring</p> <p>JDH to report to WLT.</p>
7. Headteacher's Report	Given at meeting dated 22 nd September (minutes and report attached)		
8. Any other business	<ul style="list-style-type: none"> • Building Project : PB reported at last meeting (minutes attached). No site meeting held since. • Health and safety issue with pupil and fencing. Issue resolved. • MAT : 1st November all schools will become Academies to form part of the WLT. • Committees to meet asap to constitute, set terms of reference, etc. LL to send dates. 		
9. Dates for next meeting	<ul style="list-style-type: none"> • Full Governors – November for Safe Guarding Report to be signed off. • Committees – first meetings to take place asap. 		
	Meeting closed at 8.30 pm		

Signed Dated